



# MOS Certification (Outlook 2003)

This program is designed to help trainees attain what is generally considered to be the ultimate certification for users of Outlook 2003: Microsoft Office Specialist (MOS). This powerful resume-building credential confers instant credibility with employers, co-workers and clients. 88% of managers surveyed said they would hire someone with the certification over someone without it.

In order to become certified, an individual must score 80% or higher on a rigorous exam covering topics such as: e-mail management, instant messaging, calendar and schedule functions, contacts and distribution lists, to-do lists, and virtual sticky-pad notes.

The LEED Council computer lab is an authorized MOS testing center.

#### Trainee Eligibility Criteria:

- 18 or older
- drug-free and sober
- eligible to work in USA

#### Career Opportunities:

any professional field in which demonstrably superior e-mail management and other organizational skills are required to get hired and get ahead

Program Length: 7 weeks

Training Days/Times: Sat 1:00 – 3:30

Next Available Start Date: March 20, 2010 (Saturday)

Enrollment Cut-off Date: March 18, 2010 (Thursday)

Cost: \$50 (can be waived for low-income participants)

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